



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

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Memorandum

TO: Assistant Directors for Administration  
Associate Director for Park Operations and Education  
National Park Service

FROM: Debra E. Sonderman, Director *Debra E. Sonderman*  
Office of Acquisition and Property Management

SUBJECT: **FY 2001 Annual Report and Implementation Plans on Energy  
Management and Conservation Programs**

**RESPONSE DUE: December 3, 2001**

Recently, President Bush issued a memorandum requiring Federal agencies to be more energy efficient. Subsequently, Secretary Norton issued a call to action for Interior to lead by example. We have a great legacy of conservation but, in light of events that have gripped the nation over the past two weeks, we can and need to do more. At this time, we are required to prepare for the Congress and the Office of Management and Budget (OMB) our annual energy report recapping FY 2001 energy conservation activities and accomplishments, and an implementation plan presenting our strategy for reducing our energy consumption. Through these documents, we need to illustrate that Interior is the premier federal conservation agency and how we will meet Interior's new energy reduction goal for buildings and facilities of 25% by FY 2003 (compared to the FY 1985 base year).

Your bureau's annual energy report and implementation plan are due to the Office of Acquisition and Property Management (PAM) by December 3, 2001. These two documents are mandated by the National Energy Conservation Policy Act (NECPA), Energy Policy Act of 1992 (EPACT), Executive Order (EO) 13123, *Greening the Government Through Efficient Energy Management*, and President Bush's Memorandum of May 3, 2001 on Energy Conservation at Federal Facilities. Information and data collected from Interior will be consolidated and incorporated in the Department of Energy's Office of Federal Energy Management Programs (FEMP) FY 2001 Annual Report to Congress.

Attached is the guidance from FEMP to assist you prepare the annual energy report and the implementation plan. The guidance provides an outline for what should be included in your bureau's narrative report. More detailed guidance and documents not included in the attachment are available on FEMP's Website at [www.eren.doe/femp/resources/guidances.html](http://www.eren.doe/femp/resources/guidances.html). Please ensure that your annual energy report contains updated information from the OMB Circular A-11 Annual Energy Management Data Report (Exhibit 55) you submitted earlier this month. Your report should have final energy consumption and cost data and narrative for 2001 and any revisions to projections for 2002 and 2003.

In addition, your Bureaus' progress toward meeting the goals of EO 13123 and EO 13149, *Greening The Government Through Federal Fleet And Transportation Efficiency* is to be summarized in, a third document, the FY 2001 Energy Scorecard. The guidance and format for the Scorecard is not attached. It is being amended by OMB to include transportation-related energy data and to stress the

priorities of the new Administration. It will be distributed to you as soon as it is finalized. The Scorecard will be due to PAM on December 3, 2001.

Please note that you are responsible for reporting vehicle and equipment energy consumption *not* reported to the General Services Administration via the web-based Federal Automotive Statistical Tool (FAST). FAST collects SF-82 information for gasoline and diesel fuel consumption and cost data of non-tactical motor vehicles.

If you have any questions, please feel free to contact me on (202) 208-3668 or John Moresko of my staff on (202) 208-5704. Thank you for your cooperation and diligence in promoting energy efficiency. With your help, I am confident that we can achieve the President's energy efficiency goals and save taxpayer dollars.

Attachment

cc: Departmental Energy Conservation Committee  
Bureau Budget Officers